MVD

NEW MEXICO

Procedural Quick Update   #157

RE: **Entering CDL Medical Certificates without a License Renewal**
Effective date: July 1, 2015

To: All MVD
From: Kimberly Hamerdinger, Training Director – MVD Learn

[*This is the latest in a series of procedural updates. These updates deal with specific MVD procedures and practices. Managers and Supervisors should consistently distribute the updates to all personnel and integrate them into regular information and training sessions.*]

The customer always has the option to bring their CDL Medical Certificate into a field office. A CDL Medical Certificate for a CDL driver can be entered without a license renewal.

Just a reminder that field offices can enter a CDL Medical Certificate for a CDL driver without a license renewal.

The customer notification letter sent sixty days prior to the expiration of the customer's CDL Medical Certificate requests that the customer fax, scan and email, or mail a copy of the certificate to the CDL Unit. However, the customer always has the option to bring their CDL Medical Certificate into a field office.

What You Need to Do

Accept CDL Medical Certificates for CDL drivers without a license renewal in all field offices.

How to Verify and Enter Medical Certificates

CDL Medical Certificates are entered from the Account springboard in Tapestry. Select the **Issuance Transaction** action button, then the **Add CDL Medical Certificate** hyperlink.
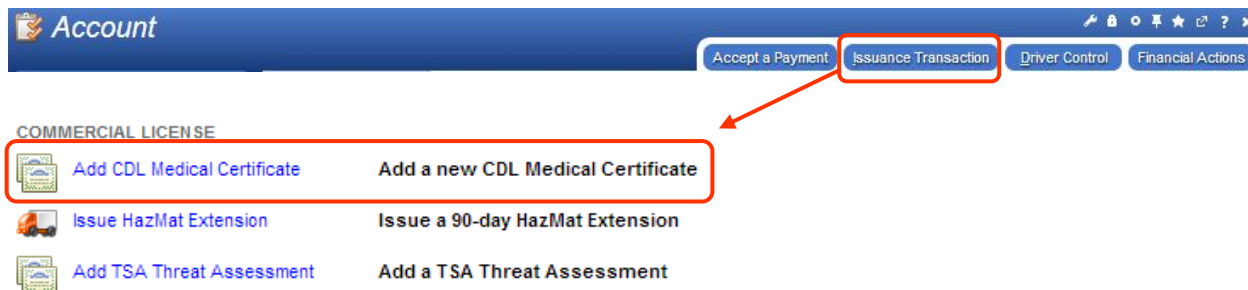
Please enter all information available on the certificate in the fields as shown below. Don't forget to scan the medical certificate to attach it to the medical certificate entry. Be sure to keep a copy of the certificate with your daily paperwork.

Once the information has been recorded and saved, the medical certificate can be found on the account springboard under the **Licensing** tab and the **Medical** sub-tab.